



New Jersey Judiciary Vicinage 13 Courtroom Video Conference/Technology/Equipment Request Form

Instructions: Please complete form and forward it at least two weeks prior to the date of the conference to the IT/Operations Division in your county.

Today's date	Requestor's Name	Requestor's Phone Number
Date of Hearing	Event Start Time	Event End Time
		Technology Used on Requestor's End
Technology requested and reasons, name of case/docket #		Number of Participants on Requestor's End
		Number of Participants on the Court's End

Sites Participating

(Check All Applicable: If a site's information is not listed, please complete)

Site	Video Unit Phone Number or address for set up and testing	Contact Information <small>Send forms to the Operations Division via email or fax</small>
<input type="checkbox"/> Somerset		Somerset – SOMVideoConf.mailbox@njcourts.gov
<input type="checkbox"/> Hunterdon		Hunterdon – 908-237-5858
<input type="checkbox"/> Warren		Warren – 908-475-6187

Division Manager approval
or designee's signature

Cancellation

Date Cancelled: _____

Name of person cancelling event: _____

Do Not Write Below This Line – For Use of Video Conferencing Coordinator Only

Problems Reported

Was the Problem Resolved? How?

It Is Important That We Are Notified of Any Cancellations.